

INSTRUCTIONS

- Step 1:** Please complete the following enrolment form filling in all sections and signing on page 5.
- Step 2:** Bring in, or mail your completed enrolment form with full payment. Payments can be made by cash, Direct Deposit, Cheque, Eftpos or by special arrangement with the Manager.

IMPORTANT NOTES

1. Enrolments must be accompanied by full payment (in special circumstances, a percentage deposit may be arranged with the Manager)
2. Classes with insufficient enrolments may be cancelled by the centre. In this instance all fees paid will be fully refunded.
3. Please notify us as soon as possible if you wish to withdraw from a class. Our classes are dependent upon sufficient numbers. A small administration fee may be charged.
4. If you are interested in a future class feel free to add your name on our waiting list.

CLIENT/STUDENT DETAILS

1. Please enter your full name: **Surname:** (Legal Family Name): _____

Given Names: (Legal Given Names): _____

Mr/ Mrs/ Miss/ Ms/ Other: _____ **Phone:** Home: _____ Work: _____

Fax: _____ **Mobile:** _____

E-mail: _____

Name of Emergency Contact: _____ **Contact Phone:** _____

2. Enter your birth date: Day/Month/Year: _____

3. Sex (Tick one box only) Gender: Male Female

4. What is the address location and postcode of the suburb, locality or town in which you usually live?
Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/Property Name _____ **Flat/Unit Number:** _____

Street Number (e.g. 5 or Lot 12): _____ **Street Name:** _____

Suburb, locality or town: _____ **State/Territory:** _____ **Postcode:** _____

5. What is your postal address (if different from above)?

Building/Property Name _____ **Flat/Unit Number:** _____

Street Number (e.g. 5 or Lot 12): _____ **Street Name:** _____

Suburb, locality or town: _____ **State/Territory:** _____ **Postcode:** _____

LANGUAGE AND CULTURAL DIVERSITY

6. In which country were you born? Australia Other – please specify _____

Haddon Community Learning Centre VET Student Enrolment Form

EMPLOYMENT

17: Of the following categories, which **BEST** describes your current employment status? (Tick one box only).

<input type="checkbox"/>	Full Time Employee	<input type="checkbox"/>	Employed - unpaid worker in family business
<input type="checkbox"/>	Part Time Employee	<input type="checkbox"/>	Unemployed -seeking full time work
<input type="checkbox"/>	Self Employed -, not employing others	<input type="checkbox"/>	Unemployed -seeking part time work
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not employed - not seeking employment

18: Which of the following classifications **BEST** describes your current or recent occupation? (Tick one box only). *If never employed go to Question 20.*

<input type="checkbox"/>	Manager	<input type="checkbox"/>	Sales Workers
<input type="checkbox"/>	Professionals	<input type="checkbox"/>	Machinery Operators and Drivers
<input type="checkbox"/>	Technicians and Trade Workers	<input type="checkbox"/>	Labourers
<input type="checkbox"/>	Community and Personal Service Workers	<input type="checkbox"/>	Other
<input type="checkbox"/>	Clerical And Administrative Workers	<input type="checkbox"/>	

19. Which of the following classifications **BEST** describes the industry of your current or previous employer? (Tick ONE box only) If never employed go to Question 20.

<input type="checkbox"/>	Agriculture, forestry and Fishing	<input type="checkbox"/>	Financial and Insurance Services
<input type="checkbox"/>	Mining	<input type="checkbox"/>	Rental, Hiring and Real Estate Services
<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Professional, Scientific and Technical Services
<input type="checkbox"/>	Electricity, Gas, Water and Waste Services	<input type="checkbox"/>	Public Administration and Safety
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Education and Training
<input type="checkbox"/>	Wholesale Trade	<input type="checkbox"/>	Health Care and Social Assistance
<input type="checkbox"/>	Retail Trade	<input type="checkbox"/>	Arts and Recreation Services
<input type="checkbox"/>	Accommodation and Feed Services	<input type="checkbox"/>	Other Services
<input type="checkbox"/>	Transport, Postal and Warehousing	<input type="checkbox"/>	
<input type="checkbox"/>	Information Media and Telecommunications	<input type="checkbox"/>	

STUDY REASON

20. Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)

<input type="checkbox"/>	To get a job	<input type="checkbox"/>	It was a requirement of my job
<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>	I wanted extra skills for my job
<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	To get into another course of study
<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>	For personal interest or self-development
<input type="checkbox"/>	To get better job or promotion	<input type="checkbox"/>	Other reasons

CONCESSION

21. Do you hold a government concession card?

Yes No

If yes please indicate the relevant concession card and supply a photocopy of your card.

- VCE Scholarship
- Health Care Card
- Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veterans
- Gold Card
- Other

Haddon Community Learning Centre VET Student Enrolment Form

VICTORIAN STUDENT NUMBER

To be completed by all students aged up to 24 years:

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number(VSN)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Have you attended any Victorian school since 2009 or done any training with a vocational education and training organisation or an Adult and Community Education provider in Victoria since 2011?	<input type="checkbox"/> No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. <i>(No more questions if you have answered no above).</i>
	<input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations which you have participated in training in Victoria since 2011.(List up to 3 training organisations). _____ _____ _____ and / or <input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011 List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations) _____ _____ _____

PHOTO CONSENT RELEASE

Haddon Community Learning Centre regularly reproduces photographs of people for teaching purposes, in its publications, promotional and marketing material and on its web site in order to promote the Centre to the public. Haddon Community Learning Centre may choose to use and reproduce one or more photographs of you for this purpose and is seeking your consent.

I hereby agree to Haddon Community Learning Centre using, reproducing and disclosing photographs of me for use in teaching materials, promotional and marketing materials, publications and/or its website.

MARKETING

I am happy to receive emails regarding courses and activities from Haddon Community Learning Centre.

I do not want to receive emails/newsletters regarding HDCH courses and activities.

**Haddon Community Learning Centre
VET Student Enrolment Form**

SIGNATURE REQUIRED

Please read all the enrolment details and important notes carefully before signing below.

Signature: _____ Date: _____

How did you find out about Haddon and District Community House?

- Friend School newsletter I've been here before
 Brochure (how did you receive this?) _____
 Delivered flyer Newspaper article / advertisement
 Other (specify) _____

STUDENT PRIVACY STATEMENT & DECLARATION

I understand that: Haddon Community Learning Centre is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires Haddon Community Learning Centre to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed please contact the manager on 03 5342 7050 or by email at: manager@haddonlearning.org.au

I acknowledge and agree to the terms described in this privacy statement:

Name of Student:

Student signature: Date:

- I accept the terms describe in this privacy statement
 I do not accept the terms describe in this privacy statement

[Please use or as appropriate for online enrolments].

CREDIT CARD DETAILS (OPTIONAL - IF POSTING OR EMAILING APPLICATION)

Name on card: _____

Card Number: _____

Expiry Date: _____ Card Verification Value (CCV): _____

Or if you prefer you can pay by Direct Deposit. The banking details for Haddon Community Learning Centre are:

ACCOUNT NAME: Haddon & District Community House

BSB: 633-000

ACCOUNT NUMBER: 139901490

(Please identify in the payment box the course or activity you are paying for and send us receipt number).

**Haddon Community Learning Centre
VET Student Enrolment Form**

OFFICE USE ONLY

Course Title:	Day:	Date:	Time:	Enrolment Date:	Vettrak Client No:
Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Contact Hours:		SCH Fee:	Receipt No:	
Deposit:	Term 1.	Term 2.	Amenities:		
Balance:	Term 3.	Term 4.			